

CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, November 4, 2020

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 20-18](#) Approve the October 21, 2020 minutes.

Attachments: [17-October 21 2020 DRAFT](#)

IV. PERSONS TO BE HEARD

(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

VII. THE EVENING BUSINESS

B [P 20-08](#) Public hearing and consideration of a boundary line adjustment of the properties at 1301 Edgecumbe Drive and Lot 1 Little Critter Highlands Subdivision in the R-1 single-family and duplex residential district and the R-2 multifamily residential district. The properties are also known as Lot 1 Old City Shops Subdivision and Lot 1 Little Critter Highlands Subdivision. The request is filed by Robert Woolsey Jr. The owner of record is Robert Woolsey Jr.

Attachments: [P20-08 Woolsey BLA Staff Report](#)

[Aerial](#)

[Current Plat](#)

[Proposed Plat](#)

[Photos](#)

[CBS Applications](#)

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish:



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, October 21, 2020

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Stacy Mudry, Darrell Windsor, Wendy Alderson, Katie Riley

Absent: Thor Christianson (assembly liaison)

Staff: Amy Ainslie (Planning Director), Ben Mejia (Planner I)

Public: Darren Phillips, Jere Christner, Zak Wass, Don McCarthy, Richard Wein

Chair Spivey called the meeting to order at 7:00 PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

- A [PM 20-17](#) Approve the October 7, 2020 minutes.

Attachments: [16-October 7 2020 DRAFT](#)

M-Mudry/S-Windsor moved to approve the October 7, 2020 minutes. Motion passed 5-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie welcomed Katie Riley, the newest member of the Planning Commission, as a life-long Sitkan involved in the community with experience in land-use policy, natural resources management, and fishing. Ainslie noted that with Riley on the Commission, all Planning Commission seats were filled.

Ainslie informed the Commission that case P 20-08, Item C on the agenda, had been postponed because the applicant could not attend the meeting.

Ainslie announced that the Planning Department had recently taken on a temporary worker through the CARES workforce development program to assist in record digitization.

Ainslie shared the standard meeting flow for the benefit of new Commission members.

VI. REPORTS

VII. THE EVENING BUSINESS

- B** [CUP 20-15](#) Public hearing and consideration of a conditional use permit for a marijuana product manufacturing facility, extract only at 120 Jarvis Street Unit E in the I - Industrial district. The property is also known as Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment. The request is filed by Darren Phillips. The owner of record is Baranof Investments LLC.

Attachments: [CUP 20-15_Fiber Flite_MJ Concentrate_120 E Jarvis_Staff Report](#)
[Aerial](#)
[Zoning, Buffer, and Density Maps](#)
[Site Plan](#)
[Floor Plan](#)
[Photos](#)
[Plat and As-Built](#)
[CBS Applications](#)
[AMCO](#)

Ainslie described the proposal as a conditional use permit for a marijuana product manufacturing facility, extract only located on 120 Jarvis Street Unit E, in the Industrial zone. Ainslie explained that this type of establishment allowed wholesale purchase of marijuana and the manufacture, preparation, and packaging of concentrate products which could be sold to other manufacturers or retail stores but did not allow direct sales to consumers. Ainslie reminded the Commission that the applicant had a permit for cultivation through CUP 17-20 in unit C of the same building and that staff did not know of any violations or public complaints filed against the existing use. Ainslie described the property as a space approximately 1,900 square feet, of which approximately 1,400 square feet were on the first floor with an additional 500 square feet on a mezzanine for storage. Ainslie noted there was enough parking for two cars and access to the site was granted via Jarvis and Smith Streets which could allow emergency services to access the site. Ainslie noted that there was minimal anticipated noise from the proposal. Ainslie stated that while odor was always a concern with marijuana uses, the applicant intended to mitigate odor using carbon filters. Ainslie also noted that odor was less of a concern from marijuana concentrate operations. Ainslie addressed sensitive uses within a 500 ft buffer and observed that Sitka Cirque may be considered a sensitive use within the 500 foot distance. However, Ainslie pointed out that it was not a requirement of the Sitka General Code but rather of the state and the burden of proof to the state was on the applicant. Ainslie noted that the proposal was an economic opportunity to increase local manufacturing within the Industrial zone. Staff recommended approval.

The applicant, Darren Phillips, was present. Phillips clarified that concentrate operations pressed a flower for extraction. Phillips also mentioned that access between the sensitive use and the site had been effectively blocked off by boat storage.

The Commission agreed that the existing operation did not produce any odor. Having no further questions, the applicant was dismissed.

M-Mudry/S-Windsor moved to approve the conditional use permit request for a marijuana product manufacturing facility, extract only, at 120 Jarvis Street Unit E in the Industrial zone subject to the attached conditions of approval. The property was also known as Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment. The request was filed by Darren Phillips. The owner of record was Baranof Investments. Motion passed 5-0 by voice vote.

M-Mudry/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

C [P 20-08](#)

Public hearing and consideration of a boundary line adjustment of the properties at 1301 Edgecumbe Drive and Lot 1 Little Critter Highlands Subdivision in the R-1 single-family and duplex residential district and the R-2 multifamily residential district. The properties are also known as Lot 1 Old City Shops Subdivision and Lot 1 Little Critter Highlands Subdivision. The request is filed by Robert Woolsey Jr. The owner of record is Robert Woolsey Jr.

Attachments: [P20-08_Woolsey_BLA_Staff Report](#)

[Aerial](#)

[Current Plat](#)

[Proposed Plat](#)

[Photos](#)

[CBS Applications](#)

Item was pulled by the applicant prior to the meeting, to be rescheduled at a later date.

D [ZA 20-06](#)

Public hearing and consideration of a request for a zoning map amendment to rezone 303 Charteris Street from R-1 LDMH single-family, duplex or manufactured home low density district to R-1 single-family and duplex residential district. The property is also known as Lot 11B, Potter Estates. The request is filed by Jere Christner. The owner of record is the Christner Alaska Community Property Trust.

Attachments: [ZA 20-06 Christner Rezone_Staff Report](#)

[ZA 20-06 Christner Rezone_Aerial](#)

[Zoning Map](#)

[Plat 85-27](#)

[As-built](#)

[Photos](#)

[Applicant Materials](#)

Ainslie described the proposal as a zoning map amendment. The lot, located on 303 Charteris Street, was currently zoned as R-1 LDMH single-family, duplex, or manufactured home low density district. The proposal would change the zoning of the lot to R-1 single family and duplex residential district. Ainslie reminded the Commission that low density in Sitka General Code referred to lot size as opposed to structure types. Ainslie stated that the minimum lot size in low density districts was

15,000 square feet. Ainslie explained that the applicant intended to subdivide the property but the minimum lot size of the current zoning prevented it. Ainslie clarified that the request did not ensure a subdivision decision but the applicant's intent should be taken into consideration. Ainslie reminded the Commission of concerns when rezoning; creating non-conformities, the character of the area, and spot zoning. Ainslie noted that the streets in the area were rights-of-way maintained by the municipality. Ainslie explained that a possible subdivision would add around four cars. Ainslie referenced the Comprehensive Plan Housing Action H1.1e "Encourage higher density development" and the role of in-fill development to achieve higher density. Staff recommended approval.

Spivey asked staff if an access easement that created a horse-shoe pattern had been vacated. Ainslie said that it was staff's understanding that it had been vacated. The applicant, Jere Christner, was present. Christner explained that the proposal was to subdivide and provide more housing in Sitka. Alderson asked if the applicant had received public comment. Christner said that he had been sent public comment by staff. Riley asked the applicant to explain how he might subdivide the lot and place an additional structure. Christner responded that he did not have an exact idea of how he would subdivide at that time.

Spivey opened the floor to public comment. Don McCarthy, a neighbor of the applicant, spoke out against the proposal because he felt it endangered the intended use of the area as low density and detracted from the surrounding low-density character of the area. Ainslie read public comment from Emma Edson against the proposal because it detracted from the character of the neighborhood and concern for the potential impact to water drainage.

Spivey commented that low density housing must be protected. Alderson pointed out that although increased housing supply would support the aim of affordable housing, she did not see this project as a direct means to accomplish it. Riley asked how much low density zoning was available in the city. Spivey responded that he thought there were only two or three low density districts. Ainslie referenced the zoning map and indicated the zoning districts with low density provisions. Riley acknowledged that the decision would be difficult.

M-Mudry/S-Windsor moved to recommend approval of the zoning map amendment to rezone 303 Charteris Street from the R-1 LDMH single-family, duplex, or manufactured home low density district to the R-1 single-family and duplex residential district. The property was also known as Lot 11B Potter Estates. The request was filed by Jere Christner. The owner of record was the Christner Alaska Community Property Trust. Motion failed 1-4 by voice vote.

M-Mudry/S-Windsor moved to adopt the findings as listed in the staff report. Motion failed 0-5 by voice vote.

MISC 20-16

Public hearing and consideration of an amendment to a conditional use permit for an accessory dwelling unit at 1705 Sawmill Creek Road in the R-1 single-family and duplex residential district. The property is also known as a portion of U.S. Survey 1878. The request is filed by Zak Wass. The owner of record is Morgan Doubleday.

Attachments: [CUP 16-20 Amendment Wass_1705 SMC ADU Staff Report](#)
[Aerial](#)
[Original CUP Approval Minutes](#)
[Site Plan](#)
[Floor Plan](#)
[Photos](#)

Ainslie described the proposal to amend the June 2016 permit, CUP 16-20, granted to the applicant Zak Wass. Ainslie explained that the applicant planned to convert an existing garage/workspace into a new a dwelling unit, 866 sq. ft. in size. A permit for an accessory dwelling unit (ADU) was necessary because of an existing duplex on the property. Ainslie stated that the applicant had been working on the structure since the permit was granted. Ainslie explained that the amendment was to allow the applicant to add an additional 322 sq. ft. to accommodate a mudroom, laundry, and studio space. The total square footage of the accessory dwelling unit would be 1,186 sq. ft. Ainslie indicated the site placement was ideal and that the dwelling unit was still modest at under 1,200 sq. ft. Staff recommended approval.

Windsor asked staff what the maximum size for an ADU was. Ainslie explained that the Code identified 800 sq. ft. as a maximum size for an ADU, but clarified that deviations from the ADU requirements were allowed through the conditional use permit process. Spivey asked if the applicant could have subdivided. Ainslie explained that the lot was quite steep and a subdivision did not seem feasible but that subdivision options had not been explored or analyzed by the applicant or staff. The applicant, Zak Wass, was present. Wass explained that his proposal was to allow for additional living space. Wass stated that he lived on the lot with his father and that his current use for the ADU was as a music studio while they continued to make it a liveable space. Windsor asked if there was adequate parking. Wass said that there was space for six cars on the property. Having no further questions, the Commission dismissed the applicant.

M-Mudry/S-Windsor moved to approve the proposed amendment to CUP 16-20 to allow the construction of a 320 square foot addition to the proposed ADU subject to the conditions of approval as listed in the staff report. Motion passed 4-1 by voice vote.

VIII. ADJOURNMENT

Seeing no objection, Chair Spivey adjourned the meeting at 8:07 PM.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: P 20-08
Proposal: Final Plat for a Boundary Line Adjustment
Applicant: Robert Woolsey Jr.
Owner: Robert Woolsey Jr.
Location: 1301 Edgecumbe Drive and Lot 1 Little Critter Highlands Subdivision
Legal: Lot 1 Old City Shops Subdivision and Lot 1 Little Critter Highlands Subdivision
Zone: R-1 single family and duplex residential district and
R-2 multifamily residential district
Size: Current: 17,600 sf and 6,003 sf (1301 Edgecumbe and Lot 1 LCH respectively)
Proposed: 11,874 sf and 10,802 sf (1301 Edgecumbe and Lot 1 LCH respectively)
Parcel IDs: 1-4680-000 and 1-4707-001
Existing Use: Residential, vacant
Adjacent Use: Residential, school
Utilities: Existing
Access: Edgecumbe Drive and Kostrometinoff Street

KEY POINTS AND CONCERNS:

- Final plat of Little Critter Highlands (LCH) Subdivision approved by the Commission in January 2020
- As described in subdivision process, Lot 1 LCH was sold to property owner at 1301 Edgecumbe Drive. Also as described during subdivision process, new owner would like to adjust lot line in order to create more buildable space and access to the lot.

RECOMMENDATION:

Staff recommends approval of the final plat for a boundary line adjustment for 1301 Edgecumbe Drive and Lot 1 Little Critter Highlands Subdivision,

ATTACHMENTS:

Attachment A: Aerial

Attachment B: Current Plat

Attachment C: Proposed Plat

Attachment E: Photos

Attachment F: Applicant Materials

BACKGROUND & PROJECT DESCRIPTION

Both lots are owned by one property owner, Robert Woolsey Jr. Given the opportunity to purchase the newly created Lot 1 LCH, Woolsey signaled to the Commission that it was his intent to adjust the lot line so as to provide more direct access from Kostrometinoff Street to the lot with less land held in an easement.

Lot 1 LCH continues to have utilities served via an access easement granted through 1301 Edgecumbe Drive. Access is via Kostrometinoff Street, a substandard right-of-way that is not maintained by CBS. During the subdivision process for Lot 1 LCH, the surrounding property owners (including 1301 Edgecumbe and Lot 1 LCH) signed an agreement with CBS for private use and maintenance of Kostrometinoff.

Generally, boundary line adjustments (BLAs) are handled administratively per SGC 21.16.010(A). However, per an exception in this same code section, *“any substantial movement of a lot line in a subdivision, which has been recorded for less than eighteen months, shall follow the replatting procedure in Chapter 21.20.”*

ANALYSIS

Project/Site: 1301 Edgecumbe is developed with a single-family home located on the lot. With the current lot configuration, the house is approximately 90-100 feet away from the rear property line. With this lot line adjustment, the house will be approximately 30-35 feet away from the rear property line, far exceeding the minimum 8' rear setback. The rest of the lot and Lot 1 LCH is vacant, undeveloped, and vegetated.

The minimum lot size in both zoning districts is 6,000 square feet net of access easements. Lot 1 will be 11,874 square feet and Lot 2 will be 10,802 square feet, both exceeding the minimum requirements.

Traffic: The replat will not change existing traffic patterns or anticipated volume of traffic into or out of the lot. Once development is proposed, traffic pattern/volume changes will need to be analyzed.

Parking: Parking requirements will not be changed or impacted by the BLA. Parking requirements will be calculated based on the size and type of developments on the lot.

Noise: Low to moderate noise is expected in the R-1 and R-2 zones. No additional noise is anticipated as a result of the BLA.

Public Health or Safety: No concerns.

Habitat: No concerns.

Property Value or Neighborhood Harmony: Future use and development of the property will be handled through other processes such as the building permit process, or public processes such as the conditional use permit process, variance process, and/or site plan review if uses proposed require any such approvals. This BLA in and of itself will not change the allowable uses or level of development in the area.

Comprehensive Plan: The proposal does not conflict with or contradict any of the stated goals within the Comprehensive Plan, and supports Housing Goal H1.1e “Encourage higher density housing.”

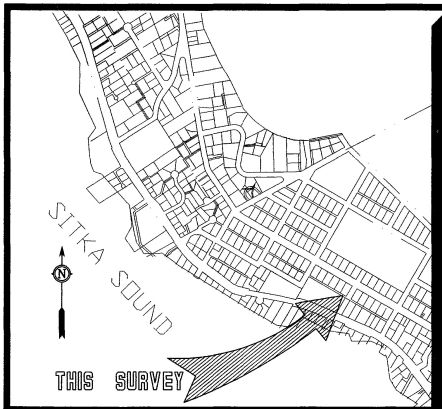
RECOMMENDED MOTIONS

- 1) **“I move to approve the final plat for a boundary line adjustment for 1301 Edgecumbe Drive and Lot 1, Little Critter Highlands Subdivision in the R-1 single family and duplex residential district and the R-2 multifamily residential district. The properties are also known as Lot 1 Old City Shops Subdivision and Lot 1 Little Critter Highlands Subdivision. The request is filed by Robert Woolsey Jr. The owner of record is Robert Woolsey Jr.**
- 2) **“I move to adopt the findings as listed in the staff report.”**

Staff recommends the following findings:

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed final plat complies with the Comprehensive Plan by following the subdivision process and supports higher density housing;
- c. The proposed final plat complies with the subdivision code; and
- d. The final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public’s health, safety and welfare.





VICINITY MAP

SCALE 1"=1,000'

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 5/19/2020 OWNER Mildred McConnell (SIGNATURE)

DATE _____ OWNER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 19th DAY OF May, 2020, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Mildred McConnell, Executive Director for the Sitka Community Land Trust

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAN AND SHE ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES June 17, 2023

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

NOTARY PUBLIC
AMY AINSIE
STATE OF ALASKA
MY COMMISSION EXPIRES June 17, 2023

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF Sitka Community Land Trust

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2020 WILL BE DUE ON OR BEFORE AUGUST 31, 2020 DATED THIS 9th DAY OF June 2020

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 219-03, DATED January 15, 2020, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 5-22-2020

CHAIRMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: Sitka Community Land Trust

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.L.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 27th DAY OF May, 2020, AT SITKA, ALASKA

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED UNDER SERIAL NUMBER 20, DATED 20, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 5-26-2020

MAYOR
CITY AND BOROUGH CLERK



DAVIDOFF STREET

2020-7

Plat #

Sitka

Rec Dist

6/15/2020

Date

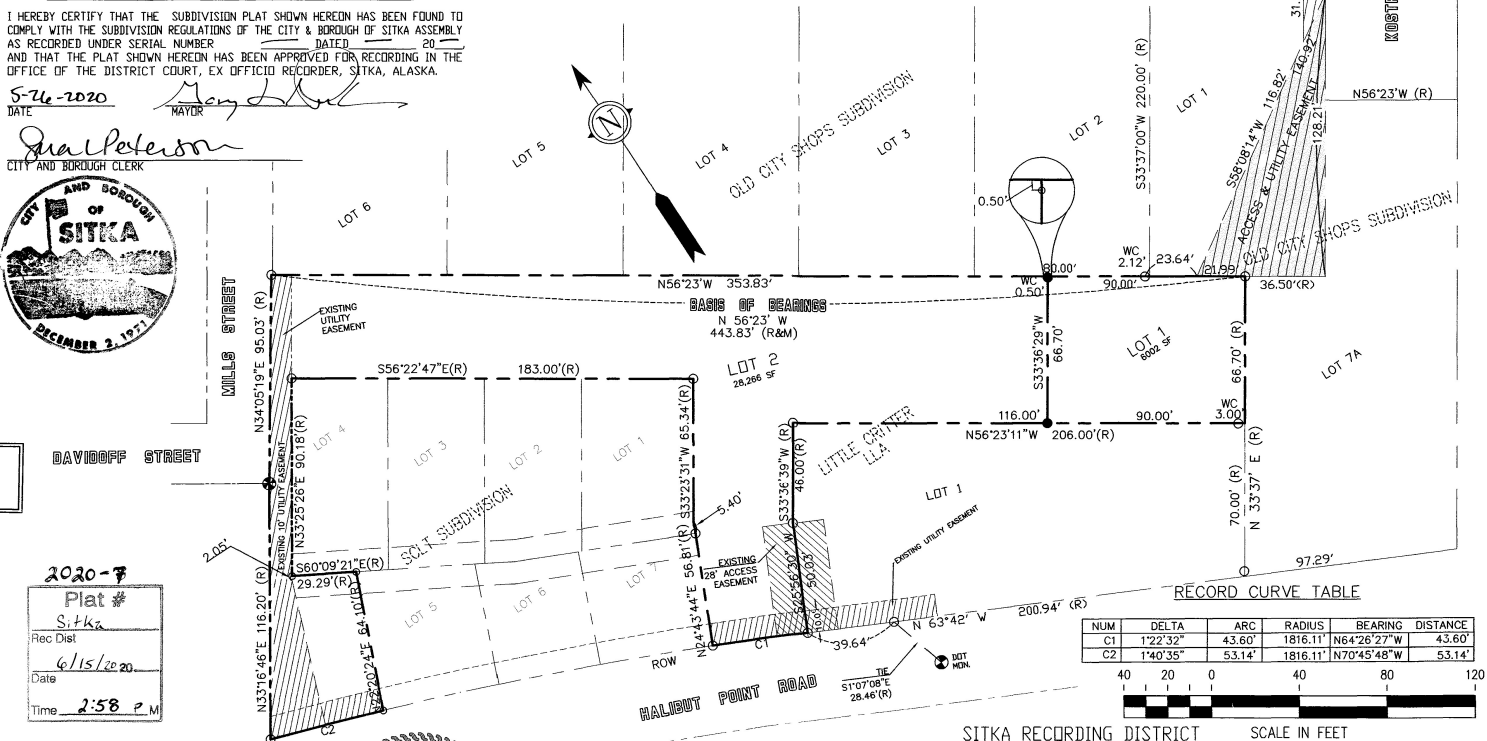
Time 2:58 P.M.

NOTES

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE A PORTION OF LOT 2 LITTLE CRITTER LLA CREATING ONE 6,000 SF LOT AND TO CREATE A NEW ACCESS EASEMENT THROUGH LOT 1 OLD CITY SHOPS SUBDIVISION.
- 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 3) AN EASEMENT AGREEMENT FOR THE UTILITY EASEMENT SERVICING LOT 1 THROUGH LOT 1 OLD CITY SHOPS SUBD. IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2020-000450-0.
- 4) AN EASEMENT AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT SERVICING LOT 1 BY WAY OF KOSTROMETINOFF STREET AND LOT 1 OLD CITY SHOPS SUBDIVISION, IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2020-000449-0.
- 5) AN AGREEMENT WITH THE CITY OF SITKA FOR MAINTENANCE OF THE SOUTHWEST PORTION OF THE KOSTROMETINOFF RIGHT OF WAY IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2020-000437-0.

LEGEND

- ⊕ PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA



NORTH 57*
LAND SURVEYING LLC

(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
EMAIL: north57landsurveying@yahoo.com

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KJ
DATE OF PLAT: MAY 18, 2020
SCALE: 1" = 40'
DRAWING NAME: 40038-03
PROJECT NO. 40038-03

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JAN. 2018 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

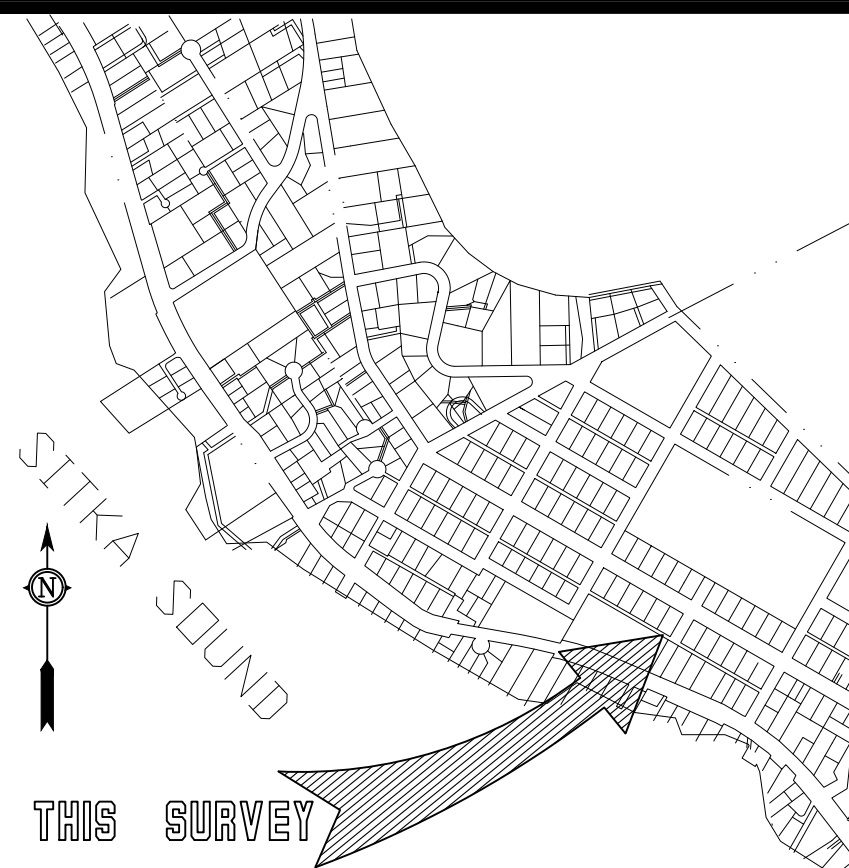
DATE May 18, 2020 Kelly J. O'Neill
KELLY J. O'NEILL LS3321

LITTLE CRITTER HIGHLANDS SUBDIVISION

A POR. OF LOT 2 LITTLE
CRITTER LLA (PLAT#2018-08)

CLIENT: SITKA COMMUNITY LAND TRUST

SHEET
1
OF
1



VICINITY MAP

SCALE 1"=1,000'

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ OWNER _____ (SIGNATURE) _____

DATE _____ OWNER _____ (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME,
THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY
COMMISSIONED AND SWORN, PERSONALLY APPEARED _____

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST
HEREIN WRITTEN.

MY COMMISSION EXPIRES _____

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA
(FIRST JUDICIAL DISTRICT)

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS ____ DAY OF ____.

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____, 20_____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLATTING BOARD _____

SECRETARY

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF:

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION,
ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH
OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____
20_____, AT SITKA, ALASKA.

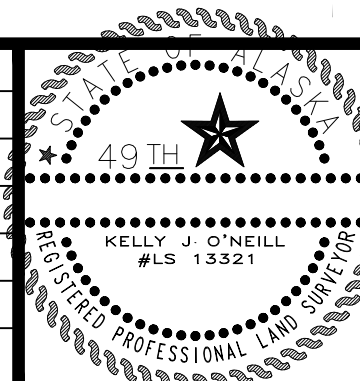
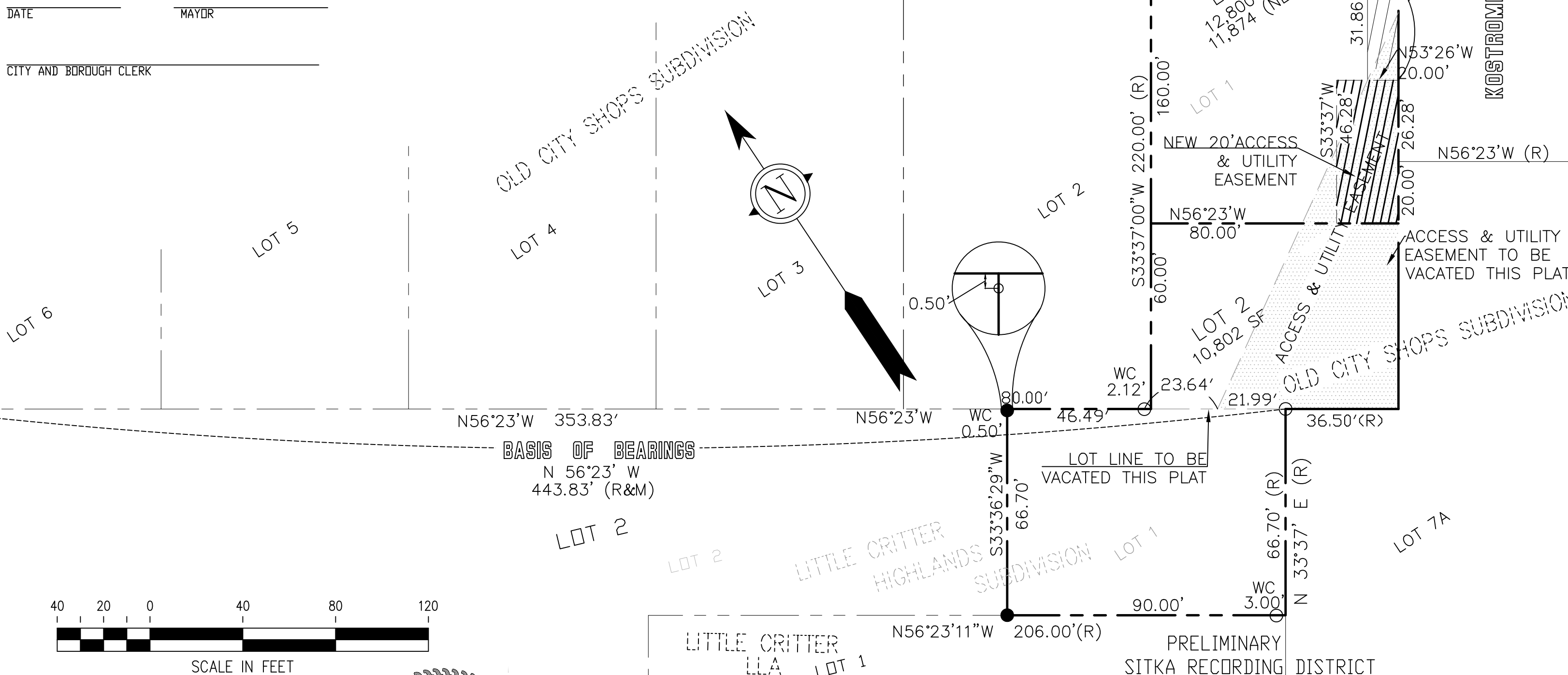
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED UNDER SERIAL NUMBER _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ MAYOR _____

CITY AND BOROUGH CLERK



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KD
DATE OF PLAT: JULY 21, 2020
SCALE: 1" = 40'
DRAWING NAME: 40247-01
PROJECT NO. 40247-01

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE	KELLY D'NETTI	S13321
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WOOLSEY LOT LINE ADJUSTMENT
SUBDIVISION

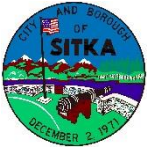
LOT 1 LITTLE CRITTER HIGHLANDS
SUBDIVISION AND LOT 1 OLD CITY
SHOPS SUBDIVISION

CLIENT: ROBERT WOOLSEY



(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
EMAIL: north57landsurveying@yahoo.com





CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

- Applications must be deemed complete at least **TWENTY-ONE (21)** days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE☐ CONDITIONAL USE☐ ZONING AMENDMENT☐ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST:

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: _____

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: _____ US SURVEY: _____

Last Name

Date Submitted

Project Address

REQUIRED INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

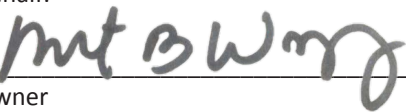
- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.



Owner

Date

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

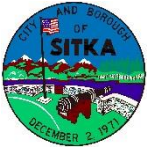
Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

APPLICATION FOR

- ☐ MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
- ☐ MINOR SUBDIVISION/HYBRID SUBDIVISION
- ☐ SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
- ☐ BOUNDARY LINE ADJUSTMENT

ANALYSIS: *(Please address each item in regard to your proposal)*

- **SITE/DIMENSIONS/TOPOGRAPHY:** _____

- **EXISTING UTILITIES AND UTILITY ROUTES:** _____

- **PROPOSED UTILITIES AND UTILITY ROUTES:** _____

- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** _____

- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** _____

- **PUBLIC HEALTH, SAFETY, AND WELFARE:** _____

- **ACCESS TO LIGHT AND AIR:** _____

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: _____

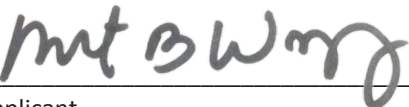
• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:

• EXISTENCE OF ANY ENCROACHMENTS: _____

• AVAILABILITY OF REQUIRED PARKING: _____

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: _____

ANY ADDITIONAL COMMENTS _____



Applicant

Date

Last Name

Date Submitted

Project Address